

United States Marine Corps  
**Road Map**

**Finance Technician 3432**



**DRAFT**  
Marine Corps Combat Service Support Schools, Camp Johnson - Ve  
rison 5 April 7, 2004

# 3432 Road Map



**Upon graduation from MOS school, Marine receives brief on:**

MCI courses, Professional Military Education (PME), and  
**Gaining Command:**  
college courses  
Assist and support as appropriate

— **1<sup>st</sup>** —

**Yea**  
**MO**  
**S**

- Recruit Training
- Marine Combat Training
- Military Academic Skills Program (MASP); receive MASP training (if required)
- Basic Finance Technician Course (BFTC)

## **PME**

- MCI (3425A) Personal Financial Management (CD)
- MCI (0118K) Spelling
- MCI (0210B) Terrorism Awareness for Marines
- Read at least two books annually from the U.S. Marine Reading Program

## VOLUNTARY EDUCATION

- Test out of MASP; (if required)
- Computer Class (Microsoft Applications)
- Check-in with your Servicemember's Opportunity College (SOC) office for military training to college credit counseling. SOCMAR is the SOC degree program for the Marine Corps. It consists of colleges that offer Associate's and

## DUTY installations

worldwide. These colleges have joined together to form a network in which each

- ~~Travel Clerk~~ Consolidated Disbursing Office
- ~~College accepts credits from other SOCMAR schools.~~
- ~~Fiscal Clerk~~ Consolidated Disbursing Office

<http://www.soc.aaccu.org>

## SPECIAL DUTY

- Not recommended until the rank of Corporal

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## **2nd Year**

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### **MO**

#### **S**

- Managed On-The-Job Training (MOJT) as required per MCO 1510.75,

Individual Training Standards (ITS) System for Financial

### **PME**

Management

Occupational Field 34

- MCI (0033) Fundamentals of Marine Corps Leadership
- MCI (3422H) Basic Pay and Allowances
- MCI (1334H) Math for Marines
- Read at least two books annually from the U.S. Marine Reading Program

### **VOLUNTARY**

#### **EDUCATION**

- Start working towards completing an Associate's Degree through the

Servicemember's Opportunity College for the Marine Corps (SOCMAR); go to

<http://www.soc.aascu.org/socmar/> for more information

- Although any area of study will be beneficial, the following areas of study are

recommended and are MOS related:

- Accounting
- Business Administration
- Management

### **DUTY**

- The course work needed for an Associate's Degree in Applied Science-

~~• Accounting , Consolidated Disbursing Office~~ Appendix A

~~• Travel Clerk , Consolidated Disbursing Office~~

~~• Fiscal Clerk , Consolidated Disbursing Office~~

### **SPECIAL DUTY**

- Not recommended until the rank of Corporal

—**3<sup>rd</sup> Year**—



**MOS**

- MOJT as required per MCO 1510.75, Individual Training Standards  
(ITS) System for Financial Management Occupational

**PM** Field 34

**E**

- MCI (0112C) Counseling for Marines
- Read at least two books annually from the U.S. Marine Reading Program (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

**VOLUNTARY**

**EDUCATION**

- Four or more courses toward an Associate's Degree

**DUTY**

- Pay Clerk, Consolidated Disbursing Office
- Travel Clerk , Consolidated Disbursing Office
- Fiscal Clerk , Consolidated Disbursing Office

**SPECIAL DUTY**

- Not recommended until the rank of Corporal

## **4th Year**



### **MOS**

- MOJT as required per MCO 1510.75, Individual Training Standards  
(ITS) System for Financial Management Occupational Field

**PM** 34

**E**

- Corporal's Course (Resident)
- MCI (0381C) Land Navigation, this MCI is a prerequisite for the  
Sergeants Distance Education Program
- MCI (8010) Sergeants Distance Education Program
- Read at least two books annually from the U.S. Marine  
Reading Program

### **VOLUNTARY EDUCATION**

(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

- Four or more courses toward an Associate's Degree

### **DUTY**

- Consolidated Disbursing Office: alternate between sections to prevent specializing

### **SPECIAL DUTY**

- Marine Security Guard



# Sergeant

## MOS

- Advanced Finance Course (AFC)
- MOJT as required per MCO 1510.75, Individual Training Standards  
(ITS) System for Financial Management Occupational Field 34
- Submit Warrant Officer (WO) package if desired (8 years of service)
- ~~Sergeant~~’s Course (Resident)
- MCI (8100) Staff Noncommissioned Officer Career Distance Education Program
- One MCI course (Designated by Staff Noncommissioned Officer-In-Charge (SNCOIC))
- Read at least two books annually from the U.S. Marine Reading Program

## VOLUNTARY EDUCATION

(<http://www.mca.usmc.mil/mcu/Reading/usmclist.htm>)

- Complete the requirements for an Associate’s Degree

## DUTY

- Section Chief, Consolidated Disbursing Office
- Continue to work in a variety of sections
- Consecutive tours away from Disbursing are discouraged from Sgt to MGySgt
- Instructor, Financial Management School (FMS)

## SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

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# Staff MOS Sergeant

- Advanced Finance Course (AFC) if not previously attended
- MOJT as required per MCO 1510.75, Individual Training Standards  
(ITS) System for Financial Management Occupational Field 34
- Attend the Enhanced Defense Financial Management Training (EDFMT)  
(<http://www.asmccertification.com/>)
- Begin testing on the three modules to attain the Certified PMDF Defense Financial Management (CDFM) certificate
- Attend Staff Noncommissioned Officer (SNCO) Career Course (Resident)
  - MCI (3414) Financial Management
  - MCI (8200) SNCO Advanced Distance Education Program
  - Read at least three books annually from the U.S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

- Commence work on a Bachelor's Degree
- Degree Completion Program
- The following areas of study are recommended and are MOS-related:
  - Accounting
  - Finance
  - Business Administration
  - Management

## DUTY

- Section Chief, Consolidated Disbursing Office
- Disbursing Chief, Marine Expeditionary Unit (or other deployed  
Disbursing Chief billet)
- Instructor, FMS

## SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

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# MOS **Gunnery Sergeant**

- Complete testing on the three CDFM modules
- MOS requirements complete
- Submit WO package if desired (8 years of service  
**PMF required**)

- SNCO Advanced Course (Resident)
- MCI (7400) Warfighting Skills Program
- Read at least four books annually from the U.S. Marine Reading Program

(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

## **VOLUNTARY EDUCATION**

- Complete any Bachelor's Degree requirement
- Degree Completion Program
- Test for any certification associated with Bachelor's Degree, e.g., Certified

**DUTY** etc.  
Public Accountant (CPA) or Certified Internal Auditor (CIA),

- SNCIOIC, Finance Office
- Section Chief, Consolidated Disbursing Office
- Disbursing Chief, Marine Expeditionary Unit (or other deployed Disbursing Chief billet)
- Trainer, Marine Corps Administrative Analysis Team (MCAAT)

**SPECIAL DUTY** Instructor, FMS

- Drill Instructor
- Recruiting
- Marine Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

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# Master Sergeant

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## MO S

- MOS requirements complete
- Maintain CDFM certificate by completing 80 continuing

## PME

- Read at least four books annually from the U.S. Marine Reading Program

(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

## VOLUNTARY EDUCATION

- Begin work on a Master's Degree
- The Master's in Business Administration (MBA) is recommended and is MOS-related; if offered, pursue a concentration in Finance

## DUTY

or Accounting

- Operations/Internal Controls, Consolidated Disbursing Office
- Headquarters Marine Corps (HQMC)
- SNCOIC, MCAAT
- SNCOIC, Financial Management School

## SPECIAL DUTY

- Not recommended at this rank



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# Master Gunnery Sergeant

## MOS

- MOS requirements complete
- Maintain CDFM certificate by completing 80 continuing professional education units for every two years

## PME

- Read at least four books annually from the U.S. Marine Reading Program (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)
- Russell Leadership Conference

## VOLUNTARY EDUCATION

- Complete Master's Degree

## DUTY

- Consolidated Disbursing Office Chief
- HQMC

## SPECIAL DUTY

- Not recommended at this rank



# APPENDIX A

## Servicemembers Opportunity College for the Marine Corps (SOCMAR)

### Sample Course Work and ACE Accreditation

<b>A.A.S. Accounting</b>	<b>Basic Finance</b>
<p><b>Technician Course</b></p> <p>ACC 120 Principles of Accounting 4  ACC 121 Principles of Accounting II 4  ACC 129 Individual Income Taxes 3  ACC 130 Business Income Taxes 3  ACC 140 Payroll Accounting 2  ACC 149 Intro to Accounting Spreadsheets 2  ACC 150 Computerized General Ledger 2  ACC 220 Intermediate Accounting I 4  ACC 221 Intermediate Accounting II 4  ACC 225 Cost Accounting 3  ACC 240 Governmental Accounting 3  ACC 269 Auditing 3  BUS 110 Introduction to Business 3  BUS 115 Business Law I 3  BUS 116 Business Law II 3  BUS 225 Business Finance 3  CIS 110 Introduction to Computers 3  COM 231 Public Speaking 3  ECO 251 Principles of Microeconomics 3  ECO 252 Principles of Macroeconomics 3  ENG 111 Expository Writing 3  ENG 114 Professional Research Writing 3  MAT 115 Mathematical Models 3  Humanities/Fine Arts Elective 3</p> <p style="text-align: right; color: red; font-size: 100px; opacity: 0.5;">Sample</p>	<p><b>Hours</b></p> <p>Operate Customer Information System 09.00  Prepare On-Line Unit Diary 06.00  Process Unit Diary Feedback Reports 02.00  Compute Basic Pay 19.00  Compute Special Pay 05.50  Compute Allowances 32.00  Compute Miscellaneous Payments 27.00  Compute Deductions/Collections 17.00  Perform Payment Process 10.50  Compute TAD Entitlements 48.00  Compute PCS Entitlements 64.00  Evaluations 29.75</p> <p>Total 269.75</p>

TOTAL CREDIT HOURS

73

American Council on Education credit recommendation for the Basic Finance Technician Course: In the lower-division baccalaureate/associate category, 3 semester hours in clerical procedures; in the lower-division baccalaureate/associate degree category, 3 semester hours in office procedures.





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